ASSIGNMENT 1

Textbook Assignment: "Administration and Training," chapter 1, pages l-l through 1-28.

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l-l. The standard forms for the logs and records are prepared by the various systems commands and the CNO.

1. True
2. False

1-2. Which of the following entries is NOT required in the Engineering Log?

1. The total engine miles steamed for the day
2. Any injuries to engineering department personnel
3. The amount of fuel consumed for the day
4. Draft and displacement upon getting underway

1-3. Which of the following engineering department records must be preserved as permanent legal records?

1. Engineering Log and Fuel and Water Report
2. Engineer's Bell Book and Monthly Summary
3. Engineering Log and Engineer's Bell Book
4. Machinery History and Boiler Room Operating Record

1-4. Which of the following statements pertaining to the Engineering Log is correct?

1. Remarks must include all minor speed changes and boilers in use
2. Spaces are provided for recording the total engine miles steamed for the day and draft and displacement upon getting underway and anchoring
3. Only erasures that are neat and the reentries that are legible are allowed
4. It must be prepared and signed by the senior petty officer of the watch only

1-5. Instructions for making entries in the Engineering Log are contained in which of the following sources?

1. *Naval Ships' Technical Manual,* chapter 090
2. Type commander's directives
3. Engineering Log form, NAVSHIPS 3120/2D
4. All of the above

1-6. You are in charge of the entire underway watch when Fireman Jones slips and breaks his arm in the engine room. Where should you record this injury?

1. In the Monthly Summary
2. In the Engineering Log
3. In the Engineer's Bell Book
4. All of the above

1-7. If an error is made in an entry to the Engineering Log, what should you do about the erroneous entry?

1. Erase the error and insert the correction
2. Line through the error once, rewrite it correctly, and initial in the margin
3. Underline the error and enter an explanatory note in the margin
4. Circle the error and write an explanatory note at the bottom of the page

1-8. What person is reponsible for reviewing and signing the Engineering Log each day to indicate that all entries are complete and accurate?

1. Petty officer of the watch
2. CPO with the day's duty
3. Engineer officer
4. Main propulsion assistant

1-9. The commanding officer signs the Engineering Log on what calendar day of each month?

1. Fifth
2. Tenth
3. Twentieth
4. Last

1-10. A new series of page numbers added to the Engineering Log are used starting with the first day of each

1. month
2. quarter
3. fiscal year
4. calendar year

1-11. No one may enter changes or additions to the Engineering Log after it has been signed by the commanding officer, without first having obtained permission.

1. True
2. False

1-12. Which of the following statements pertaining to the Engineer's Bell Book is correct?

1. Entries are made in the Bell Book by the throttleman (or an assistant) as soon as an order is received
2. It is a record of all bells, signals, and other orders received by the throttleman
3. Engineer's Bell Book is a legal record compiled by the engineering department
4. Each of the above

1-13. If the bridge signals ahead 1/3 on the engine order telegraph and ahead 35 on the engine revolution telegraph, what entry should the throttleman make in (a) column 2 and (b) column 3 of the Engineer's Bell Book?

1. (a) II; (b) 35
2. (a) I; (b) 2/3
3. (a) I; (b) 35
4. (a) 1/3; (b) 35

1-14. Neat corrections and erasures are permitted in the Engineer's Bell Book if they are made only by the person required to sign the record for the watch and if those changes are neatly initialed in the margin of the page.

1. True
2. False

1-15. The Diesel Engine Operating Record--All Ships (NAVSEA 9231/2) may be destroyed after what minimum length of time??

1. 6 months
2. 12 months
3. 24 months
4. 36 months

1-16. The Daily Fuel and Water Account is maintained by the engineering department for which of the following reasons?

1. It may be used to form the basis of other department's reports
2. It informs selected personnel of the appropriate water usage
3. Both 1 and 2 above
4. It tells the engineer officer the status of the ship's liquid load and forms the basis of engineering reports submitted to the higher authority

1-17. If you are assigned to compute the amount of burnable fuel aboard ship, you should consider which of the following factors?

1. The fuel in the service, storage, and settling tanks
2. The fuel in the service and storage tanks only
3. The fuel above the service and storage tank suction line
4. The fuel above the service tank suction line only

1-18. When computing the amount of burnable fuel on board, all the fuel below the fuel suction line is considered not burnable.

1. True
2. False

1-19. Which of the following engineering department records/reports must be submitted daily to the commanding officer?

1. Daily Boat Fueling Record
2. Daily Engineering Log
3. Fuel and Water Report
4. Each of the above

1-20. After the Monthly Summary has been prepared, what person must verify the fuel received for the month?

1. The commanding officer
2. The supply officer
3. The type commander
4. The engineer officer

1-21. Which of the following statements is true about a ship's Monthly Summary for a given month?

1. The commanding officer signs the copy that goes to the type commander
2. The supply officer prepares the report
3. The engineer officer verifies the fuel receipt figures
4. Each of the above

1-22. Where may you find additional information regarding the use of definitions and explanations in the preparation of the Monthly Summary?

1. Chief engineer instructions
2. CO instructions
3. Fleet commander instructions
4. Supply officer instructions

1-23. Which of the following documents indicates the amount of fuel oil on hand as of midnight, the previous day?

1. Daily Boat Fueling Record
2. Fuel and Water Report
3. Fuel and Water Accounts
4. Diesel Engine Operating Record

1-24. Information about engineering records that must be kept permanently is contained in which of the following publications?

1. Naval Ships' Technical Manual, chapter 080
2. SECNAVINST P5212.5 (revised)
3. NAVSHIPS 5083
4. NAVSHIPS 3648

1-25. The Engineering Log must be retained aboard ship for what minimum length of time?

1. 1 year
2. 2 years
3. 3 years
4. 4 years

1-26. If a ship is scrapped, what disposition is made of the ship's Engineer's Bell Book?

1. It is destroyed
2. It is sent to the nearest Naval Records Management Center
3. It is sent to NAVSHIPS
4. It is sent to BUDOCKS

1-27. A NAVSEA report that has served its purpose and is no longer useful may be destroyed after how many months?

1. 6
2. 12
3. 18
4. 24

1-28. The METER card is composed of how many parts?

1. Five
2. Two
3. Three
4. Four

1-29. What color copy of a completed METER card is sent to the MOCC?

1. Buff
2. Pink
3. White
4. Green

1-30. Which of the following MEASURE reports is sent to you each month as an inventory of all your items?

1. Format 210
2. Format 310
3. Format 350
4. Format 802

1-31. In regards to equipment tag-out procedures, what person is responsible for ensuring the item being tagged is in the prescribed position or condition?

1. The authorizing officer
2. The person attaching the tag
3. The second person
4. The OOD

1-32. Checks and audits of all tag-outs are usually done at which of the following times?

1. At the end of each workday
2. Every Friday
3. Every 2 weeks
4. At the end of each quarter

1-33. When a piece of equipment fails, you must take which of the following actions before repairs can begin?

1. Isolate and tag-out the piece of equipment
2. Notify the commanding officer
3. Submit OPNAV Form 4790.2Q
4. Request permission from the OOD to begin work

1-34. What person specifies the number of tag-out logs needed and their location?

1. The individual force commander
2. The Chief of Naval Operations
3. The commanding officer
4. The engineer officer

1-35. In regard to proper tag-out procedure, what person verifies the completeness of the tag-out action?

1. The person initiating the tag-out
2. The authorizing officer
3. The EOOW
4. The second person that made an independent check

1-36. Before starting the tag-out procedure, the authorizing officer must obtain permission from which of the following individuals?

1. The commanding officer
2. The responsible department head
3. Both 1 and 2 above
4. The type commander

1-37. When repairs have been completed on a piece of equipment, which of the following actions must be taken before it can be tested?

1. Complete the work request
2. Clear the tag
3. Clear the piece of equipment from the out-of-commission log
4. Warm up the system

1-38. Which of the following statements about label and tag enforcement is NOT correct?

1. All outstanding tags listed on each tag-out record sheet must be checked to ensure they are installed correctly
2. Results of audits are reported to the responsible department head
3. Testing the operation of a valve or switch is authorized as part of a routine tag-out audit
4. Spot checks of installed tags are conducted to ensure the tags are effective

1-39. Which of the following methods is used to determine if an engine needs to be overhauled or just temporarily shut down for simple maintenance?

1. The current engine operating data is compared with the previous operating data
2. The operating data of the engine is compared with that of the engine of the same type
3. The temperature of the lube oil entering the cooler is compared to that leaving the cooler
4. The present amount of lube oil consumption is compared with previous lube oil consumption

1-40. What can you determine from a spectrographic analysis?

1. The extent of accelerated wear of an internal combustion engine
2. The amount of oil the engine uses per month
3. The rate of flow of cooling water to the lube oil cooler
4. The amount of oil pressure produced by the lube oil pump

1-41. In regard to ship-to-shop work, who is responsible for witnessing any test required?

1. The ship QA personnel assigned to the job
2. The workcenter representative who requested the work
3. The repair facility supervisor
4. The repair facility quality assurance representative

1-42. When the shipyard or IMA laboratory receives the oil samples, which of the following tests is/are performed?

1. Acid test
2. Physical test
3. Spectrometric analysis
4. Both 2 and 3 above

1-43. You are aboard a destroyer home-ported on the West Coast and you need additional information concerning trend analysis and oil spectrometric analysis. You should refer to what Navy instruction?

1. OPNAVINST 43P1
2. COMNAVSURFLANTINST 9000.1C
3. COMNAVSURFPACINST 4700.1B
4. SECNAVINST P5212.5

1-44. Fresh water is not potable unless it meets which of the following conditions?

1. It is safe for engine operation
2. It is safe for human consumption
3. It is safe for cooling systems
4. It is 100 percent salt-free

1-45. Along with the engineering department, what other department is reponsible for the receipt, distribution, and quality testing of potable water systems?

1. Supply
2. Medical
3. Weapons
4. Operations

1-46. In addition to technical competence, which of the following characteristics should you possess before you can teach others?

1. Ability to organize information
2. Loud, strong voice
3. Formal training as an instructor
4. Each of the above

1-47. Which of the following factors does NOT help to determine the procedures for training a new person in engine-room operations?

1. Ship's operating schedule
2. Number of experienced personnel available
3. Condition of engine-room machinery
4. Trainee's manual skill level

1-48. An Engineman striker who is newly assigned to the engine room is not ready for messenger duty training until he or she becomes familiar with which of the following factors?

1. Duties of the throttleman
2. Technique of reading pressure gauges
3. Procedures of starting or securing the main propulsion plant
4. Locations of all machinery, equipment, piping, and valves

1-49. During what part of an engine-room watchstander's training should a trainee learn how to take gauge readings?

1. While learning the duties of a throttleman
2. While learning the duties of a messenger
3. After becoming proficient with the duties of the throttleman
4. After learning to perform the duties of the throttleman

1-50. When should an Engineman striker be trained to perform the duties of a throttleman?

1. After becoming competent in administrative requirements
2. After becoming proficient in the duties of the messenger
3. While learning the duties of the messenger
4. While learning specific basic safety precautions

1-51. Which of the following factors should be included in the training of engine-room personnel?

1. Consideration of individual difference in the learning rates of personnel
2. Time to be spent on engine theory before manual operation
3. Encouragement of personnel to notice and discuss differences in engine behavior during operation
4. All of the above

1-52. Which of the following factors should be emphasized constantly throughout an engine-room training program?

1. Safety precautions
2. Trial-and-error techniques
3. Emergency repair procedures
4. Machinery characteristics

1-53. What section of the PQS defines the actual duties, assignments, and responsibilities needed for qualification?

1. Fundamentals
2. Systems
3. Watchstations
4. Qualification Card

1-54. What section of the PQS deals with the major working parts of the installation, organization, or equipment?

1. Fundamentals
2. Systems
3. Watchstations
4. Qualification Card

1-55. What is the main purpose of the EOSS?

1. To restore plant operation after a casualty
2. To shorten communication lines to the bridge
3. To recognize the three levels of operation
4. To keep things going smoothly during confusion

1-56. Which of the following information is contained in the Engineering Operational Casualty Control (EOCC) subsystem?

1. Watch qualifications
2. Casualty symptoms
3. Casualty reporting to the type commander
4. Casualty reports to BUMED

1-57. What is the best form of casualty control?

1. Casualty prevention
2. Effective organization
3. Minimizing the casualty
4. Restoring the casualty

1-58. What is the best source for studying engineering casualty control?

1. The Naval Ships' Technical Manual
2. This training manual
3. The Watch, Quarter, and Station Bill
4. The EOCC procedure

1-59. All engine-room watchstanders can increase their ability to control and prevent casualties by studying which of the following publications?

1. The user's guide
2. The EOCC manual
3. The EOP manual, stage I
4. The EOP manual, stage II

1-60. What is the first step you should take when handling a diesel casualty with an inoperative speed governor?

1. Notify the engineer officer and the bridge and request permission to secure the engine for repairs
2. Check the setting of the needle valve
3. Check the linkage for binding or sticking
4. Control the engine manually, if possible

1-61. The Quality Assurance (QA) program was established for which of the following purposes?

1. To provide personnel with information and guidance necessary to administer a uniform policy of maintenance and repairs
2. To provide personnel with necessary information concerning MSD reporting procedures
3. To control casualty reporting procedures
4. To enhance the PQS program

1-62. The QA program organization (Navy) begins with what officer(s)?

1. Type commanders
2. Commanding officers
3. Commander in chief of the fleets
4. QA officer

1-63. Which of the following officers provide(s) instruction, policy, and overall direction for the implementation and operation of the force QA program?

1. Commanding officers only
2. Commander in chief of the fleets
3. Type commanders only
4. Type commanders and commanding officers

1-64. The quality assurance officer (QAO) is responsible to which of the following officers for the organization, administration, and execution of the ship's QA program?

1. Type commander
2. Commander in chief of the fleet
3. Commanding officer
4. Chief engineer

1-65. Which of the following duties is NOT the responsibility of the quality assurance officer?

1. Coordinating the ship's QA training program
2. Maintaining the ship's records of test and inspection reports
3. Conducting QA audits as required
4. Monitoring work procedure for quality assurance

1-66. Which of the following persons are assigned as the ship's quality control inspector?

1. The CO and the division officer
2. The engineer officer and the QAO
3. The work center supervisor and two others from the work center
4. The 3-M coordinator and the LCPO

1-67. Level A assurance provides which of the following levels of assurance?

1. The most stringent of restrictive verification
2. The least verification
3. Limited verification
4. Adequate verification

1-68. Level B assurance provides which of the following levels of assurance?

1. Minimum verification
2. Limited verification
3. The most stringent of restrictive verification
4. Adequate verification

1-69. Which of the following statements is NOT correct about levels of essentiality?

1. They are codes assigned by supply
2. They indicate the degree of impact on the ship's mission
3. They indicate the impact on personnel safety
4. They reflect the degree of confidence that procurement specifications have been met

1-70. What person implemented the system for periodic maintenance of equipment requiring calibration or servicing?

1. Chief of Naval Operations
2. Chief of Naval Education and Training
3. Chief of Naval Material
4. Chief of Naval Personnel